



Document:	Cork ETB Youthreach Work Experience Policy
Procedure No:	21-01 (year and version number)
Effective Date:	August 2021
Supersedes:	Any previous Youthreach Work Experience Policies
Issued by:	Cork ETB
Due for Review:	August 2023
This policy was devised in line with:	Operator Guidelines for the Youthreach programme (2015) Cork ETB Youthreach Attendance Policy Cork ETB QQI Level 3 & 4 Module Descriptors

## Purpose

Youthreach Cork recognises the value of Work Experience as part of a programme of study designed to develop the skills and knowledge which will enable students to participate fully and succeed in the workplace and in society. Work Experience is an integral element of the Youthreach programme.

The purpose of Work Experience in Youthreach is to enable students to explore possible career paths through preparing and planning for, participating in and then evaluating a specific work placement. It is an important part of the programme and requires careful planning and execution to identify the most appropriate Work Experience options for students. This will depend on their preparedness in addition to their vocational and career goals and should link to an Individual Learning plan as well as the local context.

This policy standardises the procedures for work experience across the 12 Cork ETB Youthreach Centres.

## Scope

The aim of Work Experience is to provide students with the opportunity to experience the world of work, work simulation and work shadowing to enhance the students personal, social, vocational & educational development.

The Work Experience programme:

- is an essential and integral part of a student's personal development
- brings the curriculum to life through developing closer links with business and industry
- creates links with the community & develops a positive image of the centre
- provides an opportunity to develop students' employability skills
- provides learning opportunities to complement and supplement classroom learning
- provides an understanding and appreciation of the workplace environment and employers' expectations

- allows students to discover personal strengths in a different environment
- increases students' self-confidence in relation to applying for employment
- allows students to showcase their abilities to an employer and enhance the student's chance of securing employment or other progression options
- broaden the students' experiences and helps them to develop professional relationships
- develops and enhances soft skills
- affords the student the opportunity to be assessed for certification purposes as appropriate

## Procedures

While the Centre continues to have responsibility for students on Work Experience, the employer has the same responsibilities for their health, safety and welfare whilst the student is on an employer's premises.

Students are expected to undertake Work Experience (certified /non-certified) in accordance with the requirements of the Youthreach programme.

Students are expected to source a suitable work placement, supported by parents and the Centre.

## Specific Requirements for Placement

- Certain specific work placements have specific requirements, for example, certification in manual handling, first aid or 'safe pass'
- Garda vetting may be necessary for students seeking placement in situations where they are working with children or vulnerable adults
- Parents of students under 18 years of age are requested to give permission to the Centre before a student begins work experience
- Work experience will need to be carried out in accordance with QQI/QA guidelines

## Insurance

Students on work placement are covered by the CETB insurance policy, subject to certain conditions and exceptions. A letter of indemnity for host employers is available from Cork ETB Corporate Services.

## Roles & Responsibilities

### The Centre must:

- have a programme plan for their work experience programme
- prepare the student for work experience
- provide the employer with an information pack which includes information about the centre
- make contact/visit the place of work to monitor and record the student's progress using the Monitoring Log in Appendix 1. The number of contacts will depend on the student and the placement.
- attendance will be tracked by using the Attendance Log in Appendix 2
- store a record of any contact made with the employer, a completed attendance log and all other relevant documentation from the employer in the student's file for audit purposes
- support the student to assess and evaluate their learning and experience, during and after their placement, in their work experience journals
- support the student to complete a report outlining their experiences while on placement
- adjust student's training allowance to reflect their attendance on work experience according to the centre's attendance policy

### The Employer should:

- provide meaningful and appropriate tasks for the student
- inform the student of all relevant policies especially their health & safety policy
- outline any questions, queries or concerns to the student/centre
- update the centre on the students' progress during their placement
- communicate with the student to evaluate the placement when they are finished
- complete the necessary documentation required by the centre –attendance log and supervisors report from module descriptor.

### Students must

- represent their centre to the best of their ability
- comply with the centre's code of behaviour
- comply with any guidelines laid down by the employer
- take responsibility for their own learning to gain the maximum benefit from the time spent within the work environment
- attend every day and be on time
- inform the employer and the centre immediately if absent
- dress according to the employer's dress/hygiene code
- follow all reasonable instructions issued by employers
- show initiative in their practice
- familiarise themselves as necessary with the policies and procedures of their workplace
- return all relevant work experience documentation as advised, to the centre
- respect confidentiality in relation to observations made while in the workplace
- contact the centre immediately if they are having any difficulties during work experience
- provide correct contact details for their work placement supervisor
- keep a daily record (journal) of their experiences
- assess and evaluate their experience
- write a report outlining their experiences while on placement
- return completed documentation from the employer to the centre

## Resources

The following resources are available on the Cork ETB QA Site

[Skills Summary - National Youth Council of Ireland](#)

[Skills to Succeed Academy \(s2sacademy.ie\)](#)

[Work Experience Centre Guidelines](#)

[Work Experience Guidelines for Employers](#)

[Template Letter Requesting Work Experience](#)

[Letter of Understanding Between Centre and Employer](#)

[Work Experience Agreement Form between Learner and Employer](#)

[Jobs Ireland Benefit to Job Seekers - Video](#)

[Jobs Ireland Jobseeker Overview - Video](#)

[STAR Method for Interviews - Video](#)

## Appendix 1: Work Experience Monitoring Log



Centre: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Dates of Work Placement:** \_\_\_\_\_

**Agreed Times:** \_\_\_\_\_

### CONTACT

**Date Contact Made** \_\_\_\_\_

**Method of Contact**                      Email              Visit      Phone Call      Other

**Name of person speaking to** \_\_\_\_\_

**Position in Company** \_\_\_\_\_

**Update/comments from Company**

---

---

---

---

---

**Staff Signature:** \_\_\_\_\_



**CONTACT**

**Date Contact Made** \_\_\_\_\_

**Method of Contact**      Email      Visit    Phone Call    Other

**Name of person speaking to** \_\_\_\_\_

**Position in Company** \_\_\_\_\_

**Update/comments from Company**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**CONTACT**

**Date Contact Made** \_\_\_\_\_

**Method of Contact**      Email      Visit    Phone Call    Other

**Name of person speaking to** \_\_\_\_\_

**Position in Company** \_\_\_\_\_

**Update/comments from Company**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Staff Signature:** \_\_\_\_\_





## Appendix 2: Work Experience Attendance Record

Centre: \_\_\_\_\_



Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Dates of Work Placement:** \_\_\_\_\_

**Agreed Times:** \_\_\_\_\_

Please confirm student's attendance at placement each day by signing below

Day	Date	Start Time	Finish Time	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**Company Name:** \_\_\_\_\_

**Supervisors Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

